

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 14 August 1952

FROM : Chief, Clerical Training Branch

SUBJECT: Weekly Summary Report

1. On Monday, Tuesday, and Wednesday I sat in on the remaining hours of the Human Resources Program which gave to the ORR staff. It was a real experience for me to see the interplay of ideas of men with diamond-cutting minds and to observe the excellent leadership furnished by

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2. We have made a good beginning on the planning of the training sessions for the Personnel Evaluation Report. As of this date, we have had conferences with six Evaluation Officers and have appointments with ten more. All of these will precede the hour meeting to be held in 117 Central on Friday, 22 August, at 9:30 for the purpose of explaining and clarifying all problems for all Evaluation Officers and their training aides. After Labor Day we will be meeting with groups of supervisors in each Office.

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3. On Monday I held a three-hour meeting with representatives of the Induction Training staff and those of the Refresher Course to re-evaluate our Punctuation and Capitalization Course in both areas. As a follow up to this, and I have met with Mrs. of the editorial staff in OSI and have appointments with people in similar positions in ORR and It was interesting to see that we have common problems and to see that those with whom we talked hoped a concerted effort might solve them.

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4. I hope a decision will be made soon in regard to the space we will have for the Clerical Orientation. Even though we may not be able to move into the space immediately, we at least would be able to plan courses and schedules in terms of the specific location.

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25 YEAR RE-REVIEW